FSIS NOTICE	46-16	7/12/16

THE ELECTRONIC OFFICIAL PERSONNEL FOLDER

I. PURPOSE

FSIS is issuing this notice to remind all employees that they may view all personnel records via the Electronic Official Personnel Folder (eOPF) system. Also, FSIS encourages employees to keep their emergency contact information in the eOPF system up-to-date.

II. BACKGROUND

The Official Personnel Folder (OPF) (Standard Form 66) is a file containing records for an individual's Federal employment career. Employees with OPFs are those in the Executive Branch service, as listed in Title V - Administrative Personnel. The long-term records in the file are included to protect the legal and financial rights of the government and the employee. The eOPF is an electronic version of the paper OPF where employees can view their personnel records on-line.

III. ACCESSING eOPF AND VERIFYING INFORMATION

A. Employees can access eOPF at this link: http://www.dm.usda.gov/employ/eopf/ (level 2 eAuthentication is required to access this site). At this site, employees who are not registered to access eOPF can follow the directions provided on the site to do so.

B. To receive emails when documents are added to their personnel folder, employees are to ensure that their e-mail is current by checking the "Change E-mail" tab at the top.

C. To check and update emergency contact information, employees are to go to "My Profile" and then click on the "Emergency Data" tab at the top.

IV. QUESTIONS

Refer questions to eofp@fsis.usda.gov.

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